

**HARYANA GOVERNMENT
TRANSPORT DEPARTMENT
NOTIFICATION**

The 6th January, 1995

No. G.S.R./Const./Art. 309/95- In exercise of the powers conferred by the provision to article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Haryana hereby makes the following rules regulating the recruitment and conditions of service of persons appointed to the Haryana Transport Department (Group-C) Haryana Roadways Service, namely:-

PART I – GENERAL

- Short title. 1. These rules may be called the Haryana Transport Department (Group C) Haryana Roadways Service Rules, 1995.
- Definitions. 2. In these rules, unless the context otherwise requires,-
- (a) "An Apprentice" means a learner, who is engaged for being trained in a job or trade, or skill. His conditions of service shall be governed by the provisions of the Apprenticeship Act, 1961 and the rules made thereunder;
 - (b) "Board" means the Haryana Subordinate Services Selection Board.
 - (c) "Competent Authority" means an authority empowered to take action for a specific purpose;
 - (d) "Direct Recruitment" means an appointment made otherwise than by promotion from within the Service or by transfer of an official already in the Service of the Government of India or any State Government;
 - (e) Government means the Haryana Government in the Administrative Department;
 - (f) Institution means-
 - i) any institution established by law in force in the State of Haryana; or
 - ii) any other institution recognized by the Government for the purpose of these rules;
 - (g) Recognized University means –
 - (i) any university incorporated by law in India; or
 - (ii) in the case of degree, diploma or certificate obtained as a result of an examination held before the 15th August, 1947, the Punjab Sind or Dacca University; or

- (iii) any other university which is declared by the Government to be a recognized university for the purpose of these rules;
- (h) Management means Transport Commissioner, Haryana/ General Managers of the depots or other such officers nominee or nominees as may be authorized in this behalf by the Transport Commissioner, Haryana/General Managers and notified on the notice Board of the depot;
- (i) "Service" means the Haryana Transport Department (Group-C) Haryana Roadways Service;
- (j) Temporary Employee means an employee who is appointed temporarily and has not been declared permanent by the competent authority by an executive order;

PART II- RECRUITMENT TO SERVICE

3. The service shall comprise of the posts shown in Appendix A to these rules: Number and Character of posts.

Provided that nothing in these rules shall affect the inherent right of the Government to make additions to, or reduction in, the number of such posts or to create new posts with different designations and scales of pay, either permanently or temporarily.

4. (1) No person shall be appointed to any post in the Service, unless he is,- Nationality, domicile and character of candidates appointed to service.
- (a) a citizen of India; or
 - (b) a subject of Nepal; or
 - (c) a subject of Bhutan; or
 - (d) a Tibetan refugee who came over to India before the 1st day of January, 1962, with the intention of permanently settling in India; or
 - (e) a person of India origin who has migrated from Pakistan, Burma, Sri Lanka, East African Countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire and Ethiopia with the intention of permanently settling in India;

Provided that a person belonging to any of the categories (b), (c), (d) or (e) shall be a person in whose favour a certificate of eligibility has been issued by the Government.

(2) A person in whose case a certificate of eligibility is necessary may be admitted to examination or interview conducted by the Board or any other recruiting authority but the offer of appointment may be given only after the necessary eligibility certificate has been issued to him by the Government.

(3) No person shall be appointed to any post in the service by direct recruitment, unless he produces a certificate of character from the Principal academic officer of the university college, school or institution last attended, if any, and similar certificate from two other responsible persons, not being his relatives who are well acquainted with him in his private life and are un-connected with his university, college, school or institution.

Age.

5. No person (except ministerial staff whose lower age shall be seventeen years) shall be appointed to any post in the service by direct recruitment who is less than eighteen years or more than thirty-five years of age, on the last date of submission of application to the Board or any other recruiting authority.

Appointing Authority.

6. Appointments to the posts in the service shall be made by the authorities as specified in Appendix C to these rules.

Qualifications.

7. No person shall be appointed to any post in the service unless he is in possession of qualifications and experience specified in column 3 of Appendix B to these rules in the case of direct recruitment and those specified in column 4 of the aforesaid Appendix in the case of appointment other than by direct recruitment.

Provided that in case of direct recruitment, the qualifications regarding experience shall be relaxable to the extent of 50 percent at the discretion of the Board or any other recruiting authority in case sufficient number of candidates belonging to Scheduled Castes, Backward Classes, Ex-servicemen and physically handicapped categories possessing the requisite experience, are not available to fill up the vacancies reserved for them after recording reasons for so doing in writing.

Disqualifications.

8. No person,-

- (a) Who has entered into or contracted a marriage with a person having a spouse living; or
- (b) Who is having a spouse living has entered into or contracted a marriage with any person, shall be eligible for appointment to any post in the service.

Provided that the Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing exempt any person from the operation of this rule.

Method of recruitment.

9. Recruitment to the Service shall be made-

MINISTERIAL STAFF

- (a) In the case of Section Officer -
 - (i) by transfer from Finance Department,
- (b) In the case of Statistical Assistant -
 - (i) by promotion from amongst Assistant, Manager-cum- Accountant , Accountant or Junior Auditor; or

- (ii) by direct recruitment ; or
- (iii) by transfer or deputation of an official already in the service of any State Government or the Government of India;
- (c) In the case of Assistant, Accountant, Junior Auditor and Manager-cum-Accountant-
 - (i) by promotion from amongst Junior Scale Stenographer, Steno-Typist, Clerk, Ledger Keeper, Assistant Accountant, Preventive Maintenance Clerk, Cashier, Assistant Cashier, Computer, Counter Clerk, Store-cum-Stock Clerk; or
 - (ii) by direct recruitment ; or
 - (iii) by transfer or deputation of an official already in the service of any State Government or the Government of India;
- (d) In the case of Chief Store Keeper and Store Purchase Assistant-
 - i) by promotion from amongst Store Keeper; or
 - ii) by direct recruitment; or
 - iii) by transfer or deputation of an official already in the service of any State Government or the Government of India;
- (e) In the case of Junior Scale Stenographer-
 - (i) by promotion from amongst Steno-Typist ;or
 - (ii) by direct recruitment; or
 - (iii) by transfer or deputation of an official already in the service of any State Government or the Government of India;
- (f) In the case of Steno-typist -
 - i) by promotion from amongst Clerk; or
 - ii) by direct recruitment; or
 - iii) by transfer or deputation of an official already in the service of any State Government or the government of India;
- (g) In the case of Cashier -
 - (i) by promotion from amongst Assistant Cashier; or
 - ii) by direct recruitment; or
 - iii) by transfer of deputation of an official already in the service of any State Government or the Government of India;
- (h) In the case of Clerk (including Workshop Clerk, Diesel Pump

Clerk, Preventive Maintenance Clerk, Ledger Keeper, Counter Clerk, Assistant Accountant and Store-cum-Stock Clerk)

- (i) 20% by promotion from amongst Peon, Restorer, Sweeper, Gunman, Chowkidar, Mali-cum-Water carrier, ticket verifier ; or
 - (ii) 80 % by direct recruitment; or
 - (iii) by transfer or deputation of any official already in the service of any State Government or the Government of India.
- (i) In the case of Assistant Cashier-
 - (i) by promotion from amongst Ticket verifier; or
 - (ii) by direct recruitment; or
 - (iii) by transfer or deputation of an official already in the service of any State Government or the Government of India;
 - (j) In the case of Computer-
 - (i) by direct appointment; or
 - (ii) by transfer or deputation of an official already in the service of any State Government or Government of India;
 - (k) In case of Store-Keeper-
 - (i) by promotion from amongst Assistant Storekeeper; or
 - (ii) by transfer or deputation of an official already in the service of any State Government or Government of India;
 - (l) In the case of Restorer-
 - i) by promotion from amongst Daftari; or
 - ii) by direct recruitment ; or
 - iii) by transfer or deputation of an official already in the service of any State Government or Government of India.
 - (m) In the case of Ticket Verifier-
 - i) by direct recruitment; or
 - ii) by transfer or deputation of an official already in the service of any State Government or Government of India.
 - (n) In the case of Assistant Storekeeper ; or
 - i) by promotion from amongst Storeman; or
 - ii) by direct recruitment; or
 - iii) by transfer or deputation of an official already in the service of any State Government or the Government of India;

OPERATIONAL STAFF

- (a) In the case of Station Supervisor and Welfare Officer-
 - (i) by promotion from amongst Chief Inspector, Welfare inspector; or
 - (ii) by direct recruitment or
 - (iii) by transfer or deputation of an official already in the service of any State Government or the Government of India.
- (b) In the case of Chief Inspector and Welfare Inspector-
 - (i) by promotion from Inspector or
 - (ii) by direct recruitment or
 - (iii) by transfer or deputation of an official already in the service of any State Government or the Government of India.
- (c) In the case of Yard Master-
 - (i) by promotion from Heavy Transport Vehicle Driver or
 - (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India.
- (d) In the case of Inspector-
 - (i) by promotion from Sub-Inspector or
 - (ii) by direct recruitment or
 - (iii) by transfer or deputation of an official already in the service of any State Government or the Government of India.
- (e) In the case of Sub-Inspector -
 - (i) by promotion from amongst Conductor and Booking Clerk; or
 - (ii) by direct recruitment or
 - (iii) by transfer or deputation of an official already in the service of any State Government or the Government of India.
- (f) In the case of Light Car Driver -
 - (i) by direct recruitment or
 - (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India.
- (g) In the case of Heavy Vehicle Driver -
 - (i) by direct recruitment ; or

- (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India.
- (h) In the case of Booking Clerk
 - (i) by direct recruitment : or
 - (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India.
- (i) In the case of Conductor
 - (i) by direct recruitment : or
 - (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India.

TECHNICAL STAFF

- (a) In the case of Foreman-
 - (i) by promotion from amongst Service Station Incharge or Draftsman (Mechanical) : or
 - (ii) by direct recruitment : or
 - (iii) by transfer or deputation of an official already in the service of any State Government or the Government of India.
- (b) In the case of service Station Incharge :-
 - (i) by promotion from amongst Head Mechanic.
 - (ii) by direct recruitment : or
 - (iii) by transfer or deputation of an official already in the service of any State Government or the Government of India.
- (c) In the case of Head Mechanic.-
 - (i) by promotion from amongst Head Mechanic, Borer, Calibrating, Mechanic, Turner or Fitter or
 - (ii) by direct recruitment : or
 - (iii) by transfer or deputation of an official already in the service of any State Government or the Government of India.
- (d) In the case of Head Electrician-
 - (i) by promotion from amongst Electrician, or Battery attendant: or
 - (ii) by direct recruitment : or
 - (iii) by transfer or deputation of an official already in the service of any State Government or the Government of India.

- (e) In the case of Head Tyremen-
 - (i) by promotion from amongst Tyremen, Tyre Tube Repairer or Tyre Vulcaniser; or
 - (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India.
- (f) In the case of Head Carpenter -
 - (i) by promotion from amongst carpenter; or
 - (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India.
- (g) In the case of Head Welder -
 - (i) by promotion from amongst Welder ; or
 - (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India.
- (h) In the case of Head Painter-
 - (i) by promotion from amongst Painter; or
 - (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India
- (i) In the case of Head Blacksmith-
 - (i) by promotion from amongst Blacksmith or Tinsmith; or
 - (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India.
- (j) In the case of Mechanic, Instrument Mechanic, Calibrating Mechanic and Borer-
 - (i) by promotion from amongst Fitter; or
 - (ii) by direct recruitment ; or
 - (iii) by transfer or deputation of an official already in the service of any State Government or the Government of India.
- (k) In the case of Fitter-
 - (i) by promotion from amongst Assistant Fitter; or
 - (ii) by direct recruitment ; or
 - (iii) by transfer or deputation of an official already in the service of any State Government or the Government of India.

- (l) In the case of Turner-
 - (i) by promotion from amongst Assistant Turner ; or
 - (ii) by direct recruitment ; or
 - (iii) by transfer or deputation of an official already in the service of any State Government or the Government of India.
- (m) In the case of Electrician-
 - (i) by Promotion from amongst Assistant Electrician ; or
 - (ii) by direct recruitment ;or
 - (iii) by transfer or deputation of an official already in the service of any State Government or the Government of India.
- (n) In the case of Battery attendant and Generator-Operator-
 - (i) by promotion from amongst Assistant Battery attendant ; or
 - (ii) by direct recruitment ; or
 - (iii) by transfer or deputation of an official already in the service of any State Government or the Government of India
- (o) In the case of Blacksmith-
 - (i) by promotion from amongst Assistant Blacksmith ; or
 - (ii) by direct recruitment ; or
 - (iii) by transfer or deputation of an official already in the service of any State Government or the Government of India.
- (p) In the case of Tinsmith:-
 - (i) by Promotion from amongst Assistant Tinsmith ; or
 - (ii) by direct recruitment ; or
 - (iii) by transfer or deputation of an official already in the service of any State Government or the Government of India.
- (q) In the case of Radiator Repairer-
 - (i) by promotion from amongst Assistant Radiator Repairer ; or
 - (ii) by direct recruitment ; or
 - (iii) by transfer or deputation of an official already in the service of any State Government or the Government of India.
- (r) In the case of Carpenter-
 - (i) by Promotion from amongst Assistant Carpenter ; or

- (ii) by direct recruitment ;or
- (iii) by transfer or deputation of an official already in the service of any State Government or the Government of India.
- (s) In the case of Welder-
 - (i) by Promotion from amongst Assistant Welder ; or
 - (ii) by direct recruitment ; or
 - (iii) by transfer or deputation of an official already in the service of any State Government or the Government of India.
- (t) In the case of Painter-
 - (i) by promotion from amongst Assistant Painter ; or
 - (ii) by direct recruitment ; or
 - (iii) by transfer or deputation of an official already in the service of any State Government or the Government of India.
- (u) In the case of Tyremen-
 - (i) by promotion from amongst Assistant Tyremen ; or
 - (ii) by direct recruitment ; or
 - (iii) by transfer or deputation of an official already in the service of any State Government or the Government of India.
- (v) In the case of Tyre Vulcaniser-
 - (i) by promotion from amongst Assistant Tyre Vulcaniser ; or
 - (ii) by direct recruitment ; or
 - (iii) by transfer or deputation of an official already in the service of any State Government or the Government of India.
- (w) In the case of Tyre Tube Repairer-
 - (i) by promotion from amongst Assistant Tyreman, Assistant Tyre Vulcaniser; or Assistant Tyre Tube Repairer; or
 - (ii) by direct recruitment ; or
 - (iii) by transfer or deputation of an official already in the service of any State Government or the Government of India.
- (x) In the case of Upholsterer-
 - (i) by promotion from amongst Assistant Upholsterer ; or
 - (ii) by direct recruitment ; or

- (iii) by transfer or deputation of an official already in the service of any State Government or the Government of India.
- (y) In the case of Projectionist-
 - (i) by direct recruitment ; or
 - (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India.
- (z) In the case of Assistant Radiator Repairer-
 - (i) by promotion from amongst Helper Radiator ; or
 - (ii) by direct recruitment ; or
 - (iii) by transfer or deputation of an official already in the service of any State Government or the Government of India.
- (aa) In the case of Assistant Fitter-
 - (i) by Promotion from amongst Helper Mechanic ; or
 - (ii) by transfer or deputation of an official already in the service of any State Government or the Government of India.
- (ab) In the case of Assistant Turner-
 - (i) by promotion from amongst Helper Turner ; or
 - (ii) by direct recruitment ; or
 - (iii) by transfer or deputation of an official already in the service of any State Government or the Government of India.
- (ac) In the case of Assistant Painter-
 - (i) by promotion from amongst Helper Painter : or
 - (ii) by direct recruitment ; or
 - (iii) by transfer or deputation of an official already in the service of any State Government or the Government of India.
- (ad) In the case of Assistant Electrician and Assistant Battery Attendant-
 - (i) by promotion from amongst Helper Electrician and Helper Battery Attendant; or *
 - (ii) by direct recruitment ; or
 - (iii) by transfer or deputation of an official already in the service of any State Government or the Government of India.
- (ae) In the case of Assistant Blacksmith and Assistant Tinsmith-
 - (i) by promotion from amongst Helper Blacksmith ;

* Substituted vide Govt. notification dated 29.5.2009.

- (ii) by direct recruitment ; or
 - (iii) by transfer or deputation of an official already in the service of any State Government or the Government of India.
- (af) In the case of Assistant Carpenter:-
- (i) by promotion from amongst Helper Carpenter ; or
 - (ii) by direct recruitment ; or
 - (iii) by transfer or deputation of an official already in the service of any State Government or the Government of India.
- (ag) In the case of Assistant Welder:-
- (i) by promotion from amongst Helper Welder; or
 - (ii) by direct recruitment ; or
 - (iii) by transfer or deputation of an official already in the service of any State Government or the Government of India.
- (ah) In the case of Assistant Tyreman:-
- (i) by promotion from amongst Helper Tyreman ; or
 - (ii) by direct recruitment ; or
 - (iii) by transfer or deputation of an official already in the service of any State Government or the Government of India.
- (ai) In the case of Assistant Upholster:-
- (i) by promotion from amongst Helper Upholster ; or
 - (ii) by direct recruitment ; or
 - (iii) by transfer or deputation of an official already in the service of any State Government or the Government of India.
- (aj) In the case of Assistant Tyre Vulcaniser and Assistant Tyre Tube Repairer:-
- (i) by promotion from amongst Helper Tyreman ; or
 - (ii) by direct recruitment ; or
 - (iii) by transfer or deputation of an official already in the service of any State Government or the Government of India.
- (2) All promotions, unless otherwise provided, shall be made on seniority cum-merit basis and seniority alone shall not confer any right to such promotions.
- (3) When any vacancy occurs or is about to occur in the Service, the appointing authority shall determine the mode of recruitment by which such vacancy shall be filled in.

Probation 10. (1) Persons appointed to any post in the service shall remain on probation for a period of two years, if appointed by direct recruitment and one year, if appointed otherwise :
Provided that-

(a) any period after such appointment spent on deputation on a corresponding or a higher post shall count towards the period of probation ;

(b) any period of work in equivalent or higher rank prior to appointment to the service may, in the case of any appointment by transfer, at the discretion of the appointing authority, be allowed to count towards the period of probation fixed under this rule ; and

(c) any period of officiating appointment shall be reckoned as period spent on probation, but no person who has so officiated shall, on the completion of the prescribed period of probation, be entitled to the confirmed, unless he is appointed against a permanent vacancy.

(2) If in the opinion of the appointing authority, the work or conduct of a probationer during the period of probation is not satisfactory, it may

(a) if such person is appointed by direct recruitment, dispense with his service ; and

(b) if such person is appointed otherwise than by direct recruitment;

i. revert him to his former post ; or

ii. deal with him in such manner as the terms and conditions of the previous appointment permit.

(3) On the completion of the period of probation of a person, the appointing authority may-

(a) if his work or conduct has, in its opinion, been satisfactory

i. confirm such person from the date of his appointment, if appointed against permanent vacancy ; or

ii. confirm such person from the date from which a permanent vacancy occurs, if appointed against a temporary vacancy ; or

iii. declare that he has completed his probation satisfactory, if there is no permanent vacancy ; or

(b) if his work or conduct has in its opinion been not satisfactory--

i. dispense with his service, if appointed by direct recruitment, if appointed otherwise revert him to his former post or deal with him in such other manner as the terms and conditions or previous appointment permit ; or

ii. extend his period of probation and thereafter pass such order, as it could have passed on the expiry of the first period of probation:

Provided that the total period of Probation, including extension, if any, shall not exceed three years.

(11) Seniority, inter-se, of the members of the service shall be determined by the length of continuous service on any post in the service. Seniority

Provided that where there are different cadres in the service, the seniority shall be determined separately for each cadre;

Provided further that in the case of members appointed by direct recruitment, the order of merit determined by the Board of any other recruiting authority, as the case may be, shall not be disbursed in fixing the seniority ;

Provided further that in the case of two or more members appointed on the same date, their seniority shall be determined as follows---

(a) a member appointed by direct recruitment shall be senior to a member appointed by promotion or by transfer ;

(b) a member appointed by promotion shall be senior to a member appointed by transfer ;

(c) in case of members appointed by promotion or by transfer, seniority shall be determined according to the seniority of such members in the appointments from which they were promoted or transferred ; and

(d) in the case of members appointed by transfer from different cadres, their seniority shall be determined according to pay, preference being given to a member, who was drawing a higher rate of pay drawn are also the same, then by the length of their service in the appointments, and if the length of such service is also the same, the older member shall be senior to the younger member.

12.(1) A member of the service shall be liable to serve at any place whether within or outside the State of Haryana on being ordered so to do by the appointing authority. Liability to serve.

(2) A member of the service may also be deputed to serve under-

(i) a company, an association or a body of individuals whether incorporated or not, which is wholly or substantially owned or controlled by the Government, a Municipal Corporation or a Local authority or University, within the State of Haryana ;

(ii) the Central Government or a company, an association or a body of individuals, whether incorporated or not, which wholly or substantially owned or controlled by the Central Government ;

(iii) any other State Government, an international organization, or autonomous body not controlled by the Government or a private body,

Provided that no member of the service shall be deputed to serve the Central or any other State Government or any organization or body referred to in clause (ii) or clause (iii) except with his consent.

Classes of member of service. (13) There will be following classes of members of Service:-
(a) Permanent (b) Substitute (c) Temporary (d) Apprentice
(e) Casual (f) Fixed period or Contractual

(a) Permanent member - A permanent member is one who has been engaged against an approved regular post of a permanent character and includes any person who has satisfactorily completed a probationary period in the same occupation or another occupation in the establishment and has been declared as such in writing by an order of the management on the expiry of the probationary period.

Seniority Liability to serve.

(b) Substitute member - A substitute member is one who is employed on the permanent post, or is probationer who is temporarily absent on leave or otherwise and whose name is entered in the register of a substitute member.

(c) Temporary member - A temporary member is one who is appointed temporarily and has not been declared permanent by the competent authority by an executive order.

(d) Apprentice member - An apprentice member is one who is a learner engaged for being trained in a job or trade, or skill. His conditions of service shall be governed by the provisions of apprenticeship Act 1961 and the rules made thereunder.

(e) Casual member - A casual member is the one who is engaged for the work or casual nature and whose employment is casual,

(f) Fixed period or Contractual member - A fixed period or contractual member is the one who is engaged either by an agreement or by an appointment letter for a fixed period and whose service shall come to an end on a fixed date or shall be governed by the terms of agreement.

Change of address. (14) All the members of service shall intimate their address immediately to the management on the date of their appointment and shall also notify to the management immediately, the change, if any in their local or permanent address not later than three days of such change. A communication forwarded by the establishment to the recorded address shall be regarded as sufficient Compliance for the purpose for which the communication is addressed.

- (15) The management reserves the right to test every member of service or by sending him/her to a specialist or medical officer, for his or her fitness to hold a post at any time with or without notice. The expenditure on such medical examination will be borne by the management. Drivers shall also be liable to be sent for proficiency test in Roadways Driving School as and when required. Fitness for work.
- 16.(1) All the members are subject to periodical medical check-up. Periodical Medical Check-up.
- (2) A member shall submit himself or herself to medical examination at any time during the course of his or her employment. If he or she is found suffering from any communicable disease or if he or she is found medically unfit, it will be open to the management not to accept the member for work till the member is certified as being medically fit.
17. (1) All the members of the Roadways shall perform such duties and carry out such functions which are entrusted to them and exercise such powers as may be given to them by the management. The members may be asked to carry out only such duties as are ordinarily required to be performed by them. The members shall be liable to serve anywhere in Haryana Roadways, including both the field depots and the head office. Duties of members of service.
- (2) No member shall directly or indirectly engage himself in or herself in any other business, occupation or employment nor shall he or she accept any fees, emoluments or commission whatsoever, from any person other than the Roadways without prior permission of the competent authority.
- (3) Twenty four hours of a member shall be at the disposal of the Roadways but he or she will be required to discharge duty in accordance with the provisions contained in Motor Transport Workers Act., 1961.
18. In accordance with the provisions of clause (e) of sub-section (2) of section 7 of the Payment of Wages Act, 1936 deductions may be made on account of damage or loss caused to goods or vehicle expressly entrusted to the members of the service for custody or work or for loss of money or property for which he or she is required to account for, where such damage or loss is directly attributable to his or her negligence or willful or international default. Deduction on account of damage or loss of goods or money, from his wages.
19. If ten or more members acting in concert absent themselves without due notice, and without a reasonable cause, deductions can be made from their wages, including allowances, as provided under section 7 of the payment of Wages Act., 1936. Penalty for willful absence of employees acting in concert.

Explanation:- For the purpose of this rule, a member shall be deemed to be absent, if he is not present at the place where he is required to work, or if although present in such place, he refuses to work in pursuance of a call for strike or for any other cause.

HARYANA GOVT GAZ., JAN 31, 1995
(MAGHA 11, 1916 SAKA)

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| Security Deposits. | 20. The following categories of members of Service shall furnish securities to the extent noted against each-- | | |
| | Category | Cash in (Rs.) | Fidelity (Guarantee or Insurance policy pledged with the Transport Department) |
| | (a) | Cashier | 1000 |
| | (b) | Assistant Cashier | 1000 |
| | (c) | Chief store keeper | 1000 |
| | (d) | Store Keeper or Assistant Store keeper. | 1000 |
| | (e) | Conductor, Booking Clerks, Sub-Inspectors. | 1000 |
| | (f) | Drivers | 1000 |
| | (g) | Clerical staff dealing with cash or store. | 1000 |
| | (h) | Store Purchase Assistant | 1000 |
| | Note:- | <p>(1) Securities shall be taken either in Cash or Post Office National Saving Certificates, Post Office or Bank Account may be pledged to the concerned General Manager of the depot.</p> <p>(2) Securities may also be accepted in monthly installments of one hundred rupees in cash in special cases. The persons furnishing securities in cash in special cases. The persons furnishing securities in cash shall be given interest on their deposits annually as may accrue on the National Savings Certificates or the post office or Bank Account, as the case may be.</p> | |
| Acts of Misconduct. | | <p>21. The following acts shall be treated as misconduct:-</p> <p>(i) Conviction by a criminal court for an offence which in the opinion of the punishing authority would warrant his dismissal.</p> <p>(ii) Negligence of duty resulting in or likely to result in monetary loss to the Roadways or causing bodily injury or apprehension of such an injury to any other employee.</p> <p>(iii) Immoral or indecent behavior.</p> <p>(iv) Obtaining employment by concealing any fact or fraud, which would have prevented his employment in the Roadways had the fact been made known before his or her appointment to the authority appointing him or her.</p> | |

- (v) Insolvency or habitual indebtedness by the member.
- (vi) Act or fraud or dishonesty by the member.
- (vii) Willful insubordination, including the use of insulting or abusive language to superior s or a person senior or of equal status by the member.
- (viii) Intimidation and any action subversive of discipline.
- (ix) Willful insubordination or disobedience, whether alone or in combination with others to any lawful action and reasonable order of a superior.
- (x) Being in a state of intoxication while on duty.
- (xi) Willful or intentional damage or lose of goods or property of the Roadways.
- (xii) Taking or giving of bribe or act of illegal gratification.
- (xiii) Habitual late attendance or absence from duty without applying for leave in accordance with rules or settlement or award or agreement or over staying the leave period for consecutive eight days or more without sufficient justification.
- (xiv) Act or mis-appropriation of Roadways fund, property, cash or revenue.
- (xv) Habitual breach of any law, order or rules applicable to the establishment.
- (xvi) Riotous or disorderly behaviour or any act or subversive activity.
- (xvii) Any action likely to bring the service into-disrepute or spreading communal hatred.
- (xviii) Habitual negligence or neglect or work.
- (xix) Strike (including go slow) against work or inciting others to strike work in contravention of the provisions of any law or rule, having the force of law.
- (xx) Causing accident due to rash or negligent driving.
- (xxi) Inefficiency in the discharge of duties.
- (xxii) Misbehaviour with the passengers.
- (xxiii) Refusal to obey lawful orders.
- (xxiv) Non-performance or mal-performance of duty.
- (xxv) Violation and Non-compliance of duties, laid down in the Motor Vehicles Act, 1988 and the rules framed thereunder.

Explanation:-

The above shall not be deemed to be an exhaustive list of the acts of commission or omission, which shall constitute misconduct. Whether a particular act or omission, not mentioned in these rules, amounts to misconduct or not, would be decided by the punishing authority, in the light of facts and circumstances of each case. :-

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|-----------------------------------|---|
| Working hours holidays and leaves | 22. The daily and weekly hours of work in case of operational staff and technical staff shall be as prescribed in the Factories Act., 1948 and in the case of the staff other than the operational staff and technical staff, the same shall be, as prescribed in the Motor Transport Workers Act, 1961. As regards the operational staff and technical staff, pattern of Haryana Government will generally be followed. |
| Overtime allowance | 23. The over-time allowance shall be paid to the workshop and the operational staff, in accordance with the provisions of the Factories Act, 1948 and the Motor Transport Workers Act, 1961 as the case may be. |
| Notice of hours of work. | 24. Notice regarding hours of work for every class or group of members in the Roadways shall be displayed on Notice Board, maintained for the purpose in the Roadways. |
| Notice of Holidays | 25. Notice specifying the--- (a) Weekly holidays. (b) dates on which compensatory holidays, if any fall, and (c) dates on which wages are to be paid; shall be displayed on the notice boards at a suitable place. |
| Shift working | 26. In the workshop, every class or group or any part thereof can work for more than one shifts at the discretion of the General Manager or Works Manager. If more than one shift is worked, the member shall be liable to be transferred from one shift to another. No shift working shall be discontinued without one month s notice being given prior to such discontinuance of the shift. If as a result of the discontinuance of shift working, any permanent member is to become surplus; an attempt will be made to absorb him in other service of the Roadways. If, however, any of them cannot be absorbed and is to be dispended with, he or she will be discharged having regard to the length of his satisfactory service, that with lesser service shall be discharged first. If shift arrangement is restarted, a week s notice thereof shall be given pasting a notice at the main entrance to the service and the members so discharged shall on the restarting of the shift be given preference for reemployment, regard being had to the length of their previous service, and those with the longer shall be re-employed first. Operational staff and technical staff shall be regulated by the provisions of the Motor Transport Workers Act, 1961 and the rules made thereunder. |
| Attendance and Late Coming. | 27. All the members shall be at work at the time fixed and notified under the rules. Members shall mark their attendance as prescribed by the concerned authority. Members attending their duties late will not be allowed to work for the rest of the working period |

of the shift. If, however, they are allowed to work, their wage for the period of absence are liable to be deducted, in accordance with the payment of Wages Act, 1936.

28. (1) The appointing authority or any officer authorized by such authority in this behalf may at any time, in the event of fire, catastrophe, breakdown of machinery, stoppage of power supply, epidemic, civil commotion or other cause beyond the control of the management, can stop any section or sections of the service wholly or partially for any period, without notice.

Stoppage of work

(2) In the event of such stoppage during the working hours, the members affected shall be notified by notice on the notice board in the services as soon as practicable the members shall not ordinarily be allowed to remain at their places of work for more than two hours after the commencement of the stoppage. If the period of detention does not exceed one hour, the members so detained shall be entitled to receive wages for whole of the time during which they were detained as a result of the stoppage. In the case of piece rated members the average daily earned for the previous month shall be taken to be daily wages. No other compensation will be admissible; in case of such stoppage wherever practicable a reasonable notice shall be given for the resumption of normal work.

(3) In case where members are laid off for short periods on account of failure of plant or temporary curtailment of service, the period of employment shall be treated as compulsory leave, either with or without pay, as the case may be. When a member has been laid off for an indefinitely long period, his services may be retrenched under the Industrial dispute Act, 1947 after giving due notice or pay in lieu thereof.

(4) The appointing authority or any officer authorized by such authority in this behalf may, in the event of a strike effecting either wholly or partially any section or department of their service, close down section or department either wholly or partially. Such closure shall be informed; through a notice on the notice Board in the section or department concerned, as soon as practicable. The members concerned shall also be informed by a general notice prior to the resumption of work in regard to the date and time for reassuming the work.

29. If a member desires extension in the leave already sanctioned, he shall make an application in writing to the competent authority for extension in leave, stating specifically the reasons for such, extension and shall submit it at least two days in advance of the expiry of the leave already sanctioned. On receipt of such leave application, the competent authority shall immediately, inform to member under Registered Acknowledgement cover on the address given by the applicant, whether the extension applied for has been granted or refused. If the member desired to telegraphic reply, he should send a reply paid telegram.

Extension in Leave

30. (1) The name of every member shall be entered on the muster roll clearly indicating the classification to which he belongs.

Attendance Card and muster rolls.

| | |
|---|---|
| Requirement to enter premises by Certain Gate and liability to be searched. | <p>(2). Every member shall be given an attendance card which shall contain the complete particulars of the member.</p> <p>(3).If a member losses his attendance card, it shall be replaced on making an application and payment of a sum of Rupees ten.</p> <p>31. 1. No member shall enter or leave the premises of the establishment, except by gate or gates appointed for the purpose and clearly marked ENTRANCE EXIT.</p> <p>(2) A member who is off from his duty, or has resigned or has been dismissed, removed or discharged or declared by a competent medical authority to be suffering from any contagious or infectious disease, shall immediately leave the premises of the management and shall not enter any part of it, except for a bona fide purpose and with the express prior permission of the General Manager.</p> <p>(3) Each member shall be liable for search, with due dignity both at the time of entry and exit, at the main entrance by an authorized person of the same sex authorized by the General Manager, in this behalf and if he so chooses in the presence of a member of his choice, if readily available.</p> |
| Absence | <p>32. (1) Any member who after presenting his ticket, attendance card or token, is found absent after checking, from his proper place of duty during the working hours without prior permission, shall be liable to be treated as absent from duty for the period of such absence.</p> <p>(2) If, however, member is absent from the premises of the management during duty hours, without prior permission he shall be treated absent for the whole day, in case the absence commence after the recess period. For half day in case it commence after the recess period. Such a member shall be liable for deduction in his wages in accordance with the provisions of the payment of Wages Act 1936 and the rules made thereunder.</p> <p>(3) A member shall be deemed to be absent, if he fails to attend to his duty, unless he has taken prior permission for such absence from the competent authority. In case of unforeseen circumstances, stated in the application to this effect, should be intimated within 24 hours of the commencement of the absence.</p> |
| Payment of wages | <p>33 (1) All the members shall be paid wages on any working day before the expiry of the seventh day of the wages period, in respect of which the wages are payable, if the number of members employed by the management does not exceed one thousand and before the expiry of the tenth day of the wages period in all other cases.</p> <p>(2) Any wages due to members but not paid on the usual pay day on account of their having remained unclaimed shall be paid as unclaimed wages on Pay Day which shall be notified on the notice board in English and Hindi and shall be paid before the twentieth day from the expiry of the wages period.</p> |

(3) Unclaimed wages of a deceased member shall be paid to his legal nominees or legal heir before the expiry of the third working day, on which substantiated claim was presented by his nominee or heir or on his behalf by a legal representative provided such a claim is submitted within three years of the death of the member. For this purpose a claim shall be considered to be substantiated for amounts less than Rs500 if it is certified by any Gazetted Officer, or a Municipal Commissioner or any Member of Legislative Assembly or a Sarpanch of the village of the deceased or his legal heir and for amount above Rs.500 by a succession certificate.

(4) All the unclaimed wages for the previous month shall be notified on the notice board by the management within the first week of their having become payable. All the unclaimed wages shall be kept for payment to the member or the legal heirs or legal nominee for three years from the period they were due to is paid.

34. In respect of pay, leave, pension and all other matters, not expressly provided for in these rules, the members of the service shall be governed by such rules and regulations as may have been, or may here after be adopted or made by the competent authority under the constitution of India or under any law for the time being in force made by the State Legislature.

Pay, leave,
Pension and other
matters.

35. (1) In matters relating to discipline, penalties, and appeals member of the Service shall be governed by the Haryana Civil Services (Punishment and Appeal) rules, 1987, as amended from time to time:

Discipline,
penalties and
appeals.

Provided that the nature of penalties which may be imposed, the authority empowered to impose such penalties and appellate authority shall, subject to the provisions of any law or rules made under article 309 of the Constitution of India, be such as are specified in Appendix C to these rules.

(2) The authority competent to pass an order under clause (c) or clause (d) of sub-rule (1) of rule (9) of Haryana Civil Services (Punishment and Appeal) Rules, 1987, and appellate authority shall be as specified in Appendix D to these rules.

36. Every member of the service shall get himself vaccinated and revaccinated as and when the Government so directs by special or general order.

Vaccination

37. Every member of the Services, unless he has already done so, shall be required to take the oath of allegiance to India and to the Constitution of India as by law established.

Oath of
Allegiance

38. Where the Government is of the opinion that it is necessary or expedient to do so, it may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

Power of
Relaxation.

Special Provisions.

39. Notwithstanding anything contained in these rules, the appointing authority may impose special terms and conditions in the order of appointment if it is deemed expedient to do so.

Reservations

40. Nothing contained in these rules shall affect reservations and any other concessions required to be provided for Scheduled Castes, Backward Classes, Ex-servicemen, Physically handicapped persons or any other class or category of persons in accordance with the orders issued by the State Government in this regard, from time to time: Provided that the total percentage of reservations so made shall not exceed fifty percent, at any time.

Repeal and Saving.

41. Any rule applicable to the Service and corresponding to any of these rules which is in force immediately, before the commencement of these rules is hereby repealed:

Provided that any order made or action taken under the rules so repealed shall be deemed to have been made or taken under the corresponding provision of these rules.

APPENDIX A
(See Rule-3)

| Sr. No. | Designation of posts | Scale of Pay |
|--------------------------|---|--|
| 1 | 2 | 3 |
| MINISTERIAL STAFF | | |
| 1. | Section Officer | 2,000-60-2,300-EB-75-3,200+200 Special pay |
| 2. | Statistical Assistant | 1,600-50-2,300-EB-60-2,660 |
| 3. | Assistant | 1,400-40-1,600-50-2,300-EB-60-2,600 |
| 4. | Accountant | 1,400-40-1,600-50-2,300-EB-60-2,600 |
| 5. | Junior Auditor | 1,400-40-1,600-50-2,300-EB-60-2,600 |
| 6. | Manager-cum-Accountant | 1,400-40 1,600-50-2,300-EB-60-2,600 |
| 7. | Chief Store Keeper | 1,400-40-1,600-50-2,300-EB-60-2,600 |
| 8. | Store Purchase Assistant | 1,400-40-1,600-50-2,300-EB-60-2,600 |
| 9. | Junior Scale Stenographer | 1,200-30-1,560,EB-40-2,040 |
| 10. | Steno-Typist | 950-20-1,150-EB-25-1,500+100 Special pay |
| 11. | Cashier | 950-20-1,150-EB-25-1,500 |
| 12. | Clerk (including workshop Clerk, Preventive Maintenance Clerk, Ledger Keeper, Counter Clerk, Diesel Pump Clerk, Storecum- Stock Clerk and Assistant Accountant) | 950-20-1,150-EB-25-1,500 |
| 13. | Assistant Cashier | 950-20-1,150-EB-25-1,500 |
| 14. | Computer | 950-20-1,150-EB-25-1,500 |
| 15. | Store Keeper | 950-20-1,150-EB-25-1,500 |
| 16. | Restorer | 950-20-1,150-EB-25-1,500 |
| 17. | Ticket Verifier | 950-20-1,150-EB-25-1,500 |
| 18. | Assistant Store Keeper | 950-20-1,150-EB-25-1,500 |

| Sr. No. | Designation of posts | Scale of Pay |
|--------------------------|--------------------------|--|
| 1 | 2 | 3 |
| OPERATIONAL STAFF | | |
| 1. | Station Supervisor | 1,640-60-2,600-EB-75-2,900 |
| 2. | Welfare Officer | 1,600-50-2,300-EB-60-2,660 |
| 3. | Chief Inspector | 1,600-50-2,300-EB-60-2,660 |
| 4. | Welfare Inspector | 1,600-50-2,300-EB-60-2,660 |
| 5. | Yard Master | 1,600-50-2,300-EB-60-2,660+100 special pay |
| 6. | Inspector | 1,600-50-2,300-EB-60-2,660 |
| 7. | Sub Inspector | 1,200-30-1,560-EB-40-2,040 |
| 8. | Light Car Driver | 1,200-30-1,560-EB-40-2,040 + 100 Special pay |
| 9. | Heavy Vehicle Driver | 1,200-30-1,560-EB-40-2,040+50 Special pay |
| 10. | Booking Clerk | 950-20-1,150-EB-25-1,500 |
| 11. | Conductor | 950-20-1,150-EB-25-1,500 |
| TECHNICAL STAFF | | |
| 1. | Foreman | 1,640-60-2,600-EB-75-2,900 |
| 2. | Service Station Incharge | 1,600-50-2,300-EB-60-2,660 |
| 3. | Head Mechanic | 1,400-40-1,600-50-2,300-EB-60-2,600 |
| 4. | Head Electrician | 1,400-40-1,600-50-2,300-EB-60-2,600 |
| 5. | Head Tyreman | 1,400-40-1,600-50-2,300-EB-60-2,600 |
| 6. | Head Carpenter | 1,400-40-1,600-50-2,300-EB-60-2,600 |
| 7. | Head Welder | 1,400-40-1,600-50-2,300-EB-60-2,600 |
| 8. | Head Painter | 1,400-40-1,600-50-2,300-EB-60-2,600 |
| 9. | Head Black Smith | 1,400-40-1,600-50-2,300-EB-60-2,600 |
| 10. | Mechanic | 1,200-30-1,560-EB-40-2,040 |
| 11. | Instrument Mechanic | 1,200-30-1,560-EB-40-2,040 |

| Sr. No. | Designation of posts | Scale of Pay |
|----------------|-----------------------------|----------------------------|
| 1 | 2 | 3 |
| 12. | Calibrating Mechanic | 1,200-30-1,560-EB-40-2,040 |
| 13. | Borer | 1,200-30-1,560-EB-40-2,040 |
| 14. | Fitter | 1,200-30-1,560-EB-40-2,040 |
| 15. | Turner | 1,200-30-1,560-EB-40-2,040 |
| 16. | Electrician | 1,200-30-1,560-EB-40-2,040 |
| 17. | Battery Attendant | 1,200-30-1,560-EB-40-2,040 |
| 18. | Generator Operator | 1,200-30-1,560-EB-40-2,040 |
| 19. | Blacksmith | 1,200-30-1,560-EB-40-2,040 |
| 20. | Tinsmith | 1,200-30-1,560-EB-40-2,040 |
| 21. | Radiator Repairer | 1,200-30-1,560-EB-40-2,040 |
| 22. | Carpenter | 1,200-30-1,560-EB-40-2,040 |
| 23. | Welder | 1,200-30-1,560-EB-40-2,040 |
| 24. | Painter | 1,200-30-1,560-EB-40-2,040 |
| 25. | Tyreman | 1,200-30-1,560-EB-40-2,040 |
| 26. | Tyre Valcanizer | 1,200-30-1,560-EB-40-2,040 |
| 27. | Tyre Tube Repairer | 1,200-30-1,560-EB-40-2,040 |
| 28. | Upholsterer | 1,200-30-1,560-EB-40-2,040 |
| 29. | Projectionist | 950-20-1,150-EB-25-1400 |
| 30. | Assistant Radiator Repairer | 950-20-1,150-EB-25-1400 |
| 31. | Assistant Fitter | 950-20-1,150-EB-25-1400 |
| 32. | Assistant Turner | 950-20-1,150-EB-25-1400 |
| 33. | Assistant Painter | 950-20-1,150-EB-25-1400 |

| Sr. No. | Designation of posts | Scale of Pay |
|----------------|------------------------------|-------------------------|
| 1 | 2 | 3 |
| 34. | Assistant Electrician | 950-20-1,150 EB-25-1400 |
| 35. | Assistant Battery Attendant | 950-20-1,150 EB-25-1400 |
| 36. | Assistant Blacksmith | 950-20-1,150 EB-25-1400 |
| 37. | Assistant Tinsmith | 950-20-1,150 EB-25-1400 |
| 38. | Assistant Carpenter | 950-20-1,150 EB-25-1400 |
| 39. | Assistant Welder | 950-20-1,150 EB-25-1400 |
| 40. | Assistant Tyreman | 950-20-1,150 EB-25-1400 |
| 41. | Assistant Up holsterer | 950-20-1,150 EB-25-1400 |
| 42. | Assistant Tyre Vulcanizer | 950-20-1,150 EB-25-1400 |
| 43. | Assistant Tyre Tube Repairer | 950-20-1,150 EB-25-1400 |

APPENDIX B
(See Rule-7)

| Sr.No. | Designation of posts | Academic Qualification and experience, if any, for direct recruitment | Academic qualification and experience, if any for appointment other than by direct recruitment | Remarks, if any |
|--------------------------|-----------------------|---|---|--|
| 1 | 2 | 3 | 4 | 5 |
| MINISTERIAL STAFF | | | | |
| 1 | Section Officer | | | These posts are filled up by transfer from Finance Department. |
| 2 | Statistical Assistant | i) Atleast graduate from a recognized University with Economics or Mathematics or Commerce or Business Administration or Computer Science ii) Atleast 2 years experience in compilation and collection of statistical data iii) Hindi upto Matric Standard. | i) Matriculation with Hindi or its equivalent with Hindi from a recognized Education Board ii) Five years experience on the post of Assistant, Manager-cum-Accountant, Accountant, Junior Auditor or combined experience as such of Haryana Roadways. | |
| 3 | Assistant | i) Graduate from a recognized University ii) Atleast five years experience in Government, Semi- Government office in clerical capacity. iii) Hindi upto Matric Standard. iv) Passes such test as may be prescribed by the Authority | i) Matriculation with Hindi or its equivalent with hindi from a recognized Education Board. ii) At least five years experience as Junior Scale Stenographer, Steno-Typist, Clerk Ledger Keeper, Assistant Accountant Maintenance Clerk, Cashier, Assistant Cashier, Computer, Counter Clerk, Store-cum-Store Clerk or combined experience as such of Haryana Roadways. iii) Passes such test for the post of Assistant as may be prescribed by the Competent Authority. | |

| | | | |
|---|---------------------------|--|---|
| 4 | Accountant | <p>i) B.Com of a recognized University with atleast three years experience of accounts work in Government, Semi-Government office or a Private firm</p> <p>ii) Hindi upto Matric Standard.</p> | <p>i) Matriculation with Hindi</p> <p>ii) Five years experience as Junior scale Stenographer, Steno typist, Clerk Computer, Cashier, Assistant Cashier, Ledge Keeper, Assistant Accountant, Preventive Maintenance Clerk, Counter Clerk Store-cum-Store clerk</p> |
| 5 | Junior Auditor | <p>i) B.Com of a recognized University with atleast three years experience of accounts work in Government or Semi- Government office or a private firm.</p> | <p>i) Matriculation with Hindi</p> <p>ii) Five years experience as Junior scale Stenographer, Steno typist, Clerk Computer, Cashier, Assistant Cashier, Ledge Keeper, Assistant Accountant, Preventive Maintenance Clerk, Counter Clerk Store-cum-Store clerk</p> |
| 6 | Managercum-Accountant | <p>i) Diploma in catering service from a recognized institute with minimum three years experience in Government or Semi-Government, Public Restaurant.</p> | <p>i) Matric with Hindi</p> <p>ii) Five years experience on the post of Clerk, Computers, Cashier, Assistant, Cashier ledger Keeper, Assistant, Accountant, Preventive Maintenance Clerk, Counter Clerk, Store-cum-Stock Clerk</p> |
| 7 | Chief Store Keeper | <p>i) Diploma in Mechanical or Automobile engineering from a recognized Board or Institute, Preference will be given to those who have experience in handling automobile stores in Government, Semi-Government Departments or Public Undertakings.</p> | <p>i) Matriculation with Hindi</p> <p>ii) Five years experience as Store Keeper in Haryana Roadways.</p> |
| 8 | Store Purchase Assistant | <p>i) Diploma in Mechanical or Automobile Engineering from a recognized Board or Institute. Preference will be given to those who have experience in handling automobiles Stores in Government departments or public undertakings.</p> | <p>i) Matriculation with Hindi.</p> <p>ii) Five years experience as Store Keeper in Haryana Roadways.</p> |
| 9 | Junior Scale Stenographer | <p>i) Graduate or Matriculation Ist Division</p> | <p>i) Matriculation with Hindi</p> |

| | | | |
|----|---|--|---|
| | Junior Scale Stenographer - Concl'd. | <p>ii) Knowledge of Hindi upto Matric Standard</p> <p>iii) Hindi Shorthand at 80 words per minute and transcription thereof at 15 words per minute; and</p> <p>iv) English Shorthand at 100 word per minute and transcription at 20 words per minute.</p> | <p>ii) One year experience on the post of Steno typist and should have passed the test in Shorthand and transcription thereof as provided for direct recruitment.</p> |
| 10 | Steno typist | <p>i) Matriculation.</p> <p>ii) Knowledge of Hindi upto Matric Standard.</p> <p>iii) Hindi Shorthand at 64 words per minute and transcription thereof 11 words per minute.</p> <p>iv) English Shorthand at 80 words per minute and transcription thereof at 15 words per minute.</p> | <p>i) Matriculation with Hindi.</p> <p>ii) One year experience on the post of clerk.</p> <p>iii) Should have passed the test in shorthand and transcription thereof as provided for direct recruitment.</p> |
| 11 | Cashier | <p>i) Matriculation.</p> <p>ii) Knowledge of Hindi up to Matric standard.</p> | <p>i) Matriculation.</p> <p>ii) Three years experience as Assistant Cashier.</p> |
| 12 | Clerk (including Workshop Clerk, Diesel Pump Clerk, Preventive Maintenance Clerk/Ledger Keeper, Counter Clerk, Storecum-Store Clerk and Assistant Accountant) | <p>i) Matriculation.</p> <p>ii) Knowledge of Hindi upto Matric Standard.</p> | <p>i) Matriculation with Hindi.</p> <p>ii) Five years experience on the post of Peon, Restorer, Sweeper, Gunman, Chowkidar, Mali-cum-Water Carrier in Haryana Roadways or Ticket Verifier with at least two years experience.</p> |
| 13 | Assistant Cashier | <p>i) Matriculation</p> <p>ii) Knowledge of Hindi upto Matric Standard</p> <p>iii) Two years experience of handling cash in Government or Semi Government office or a Private Firm.</p> | <p>i) Matriculation in Hindi</p> <p>ii) Three years experience of handling cash in Government or Semi Government office or a Private firm.</p> |
| 14 | Computer | <p>i) Matriculation</p> <p>ii) Conversant with handling of Tabulating Manual or Electronic Machine or Computer.</p> | <p>i) Matriculation</p> <p>ii) Conversant with handling of Tabulating Manual or Electronic Machine or Computer.</p> |

| | | | |
|----|------------------------|--|--|
| 15 | Store Keeper | .. | i) Matriculation with Hindi ii) Three years experience on the post of Assistant Store Keeper. |
| 16 | Restorer | i) Matriculation with Hindi. | i) Matriculation with Hindi ii) Three years experience on the post of Daftari. These officials will be allowed Ist increment after posting only if they pass Hindi or English type writing test at the speed of 25 or 30 words per minute respectively. |
| 17 | Ticket Verifier | i) Matriculation with Hindi | i) Matriculation with Hindi |
| 18 | Assistant Store Keeper | i) I.T.I. Certificate in Motor Mechanic ii) Preference will be given to those having experience in handling automobile store or ledger in Government, Semi-Government Departments or public undertakings. | i) Matriculation with Hindi ii) Five years experience as Storeman. |

OPERATIONAL STAFF

| | | | |
|---|--------------------|---|--|
| 1 | Station Supervisor | (i) Graduate (ii) Minimum five year experience in Motor Road Transport Government, or Semi-Government Departments or public undertakings | (i) Matriculation with Hindi (ii) Five years experience as a Chief Inspector, Welfare Inspector in Haryana Roadways |
| 2 | Welfare Officer | (i) Graduate (ii) Minimum five years experience in Motor Road Transport in Government, Semi-Government Department or public undertaking | (i) Matriculation with Hindi (ii) Five years experience as a Chief Inspector, Welfare Inspector in Haryana Roadways |
| 3 | Chief Inspector | (i) Graduate (ii) Minimum three years experience in Motor Road Transport in a Government, Semi-Government Department or public undertaking | (i) Matriculation with Hindi (ii) Minimum five years experience as Inspector in Haryana Roadways |
| 4 | Welfare Inspector | (i) Graduate (ii) Minimum three years experience in Motor Road Transport in Semi-Government Department or public undertaking | (i) Matriculation with Hindi (ii) Five years experience as a Inspector in Haryana Roadways |

| 1 | 2 | 3 | 4 | 5 |
|----|----------------------|--|---|--|
| 5 | Yard Master | | | i) Middle with Hindi. ii) Seven years experience of Heavy Transport Vehicle Driver |
| 6 | Inspector | (i) Graduate (ii) Atleast two years experience in Motor Road Transport in a Government or Semi Government or public undertakings. | | i) Matriculation with Hindi. ii) Five years experience as Sub Inspector in Haryana Roadways. |
| 7 | Sub Inspector | (i) Graduate (ii) One year experience in Motor Road Transport in a Government or Semi Government or public undertakings. | | i) Matriculation with Hindi. ii) Five years experience as Conductor or Booking Clerk in Haryana Roadways. |
| 8 | Light Car Driver | (i) Middle with Hindi (ii) Holding Driver License of light vehicle with three years experience of light vehicle driving. | | i) Middle with Hindi ii) Holding Driver License of light vehicle with three years experience of light vehicle driving. |
| 9 | Heavy Vehicle Driver | (i) Middle with Hindi (ii) Holding driving License of Heavy Transport Vehicle with three years experience of driving heavy vehicle. OR Ten years experience of driving vehicle in Military. | | i) Middle with Hindi ii) Holding driving License of Heavy Transport Vehicle with three years experience of driving heavy vehicle. OR Ten years experience of driving vehicle in Military. |
| 10 | Booking Clerk | (i) Matriculation with Hindi. (ii) Should hold Conductor's License. | | i) Matriculation with Hindi. ii) Should hold Conductor's License. |
| 11 | Conductor | (i) Matriculation with Hindi. (ii) Should hold Conductor's License. | | i) Matriculation with Hindi. ii) Should hold Conductor's License. |

TECHNICAL STAFF

| | | | | |
|---|---------|--|--|--|
| 1 | Foreman | (i) Diploma in Automobile or mechanical Engineering from a recognized Institute. (ii) Five years experience in repair or maintenance in automobile workshop of Government Department or public undertaking. | | i) Matriculation with Hindi. ii) Three years experience as Service Station Incharge, Draftsman (Mechanical) in Transport Commissioner's office. |
|---|---------|--|--|--|

| 1 | 2 | 3 | 4 | 5 |
|----|--------------------------|--|--|---|
| 2 | Service Station Incharge | (i) Diploma in Mechanical or Automobile Engineering from a recognized Institute or Matric with ITI Certificate in the respective trade with 5 years experience in repair or maintenance of vehicles in an automobile workshop of Government Department or public undertakings. | (i) Matriculation with Hindi. (ii) Three years experience on the post of Head Mechanic in Haryana Roadways. | |
| 3 | Head Mechanic | (i) Diploma in Automobile Mechanical Engineering from recognized Institute or Matric with ITI Certificate in respective trade with 3 years experience of Mechanic in a Government or Semi-Govt. auto workshop. | (i) Middle with Hindi. (ii) Three years experience as Mechanic, Borer, Calibrating Mechanic, Turner or five years experience as Fitter in Haryana Roadways. | |
| 4 | Head Electrician | (i) Diploma in Electrical Engineering from a recognized Institute or Matric with ITI Certificate in Electrical trade with 3 years experience in repair as Electrician in any Government Department, Semi-Govt. workshop. | (i) Middle with Hindi. (ii) Three years experience as Electrician or Battery Attendant. | |
| 5 | Head Tyreman | | (i) Middle with Hindi. (ii) Three years experience as Tyreman, Tyretube Repairer or Tyre Vulvaniser | |
| 6 | Head Carpenter | | (i) Middle with Hindi. (ii) Three years experience on the post of Carpenter. | |
| 7 | Head Welder | | (i) Middle with Hindi. (ii) Three years experience on the post of Welder. | |
| 8 | Head Painter | | (i) Middle with Hindi. (ii) Three years experience on the post of Painter. | |
| 9 | Head Blacksmith | | (i) Middle with Hindi. (ii) Three years experience on the post of Blacksmith, Tinsmith. | |
| 10 | Mechanic | (i) Matric with Hindi with ITI Certificate in Motor Mechanic trade with 2 years experience in repair and maintenance or calibrating mechanic in an automobile workshop. | (i) Middle with Hindi. (ii) Two years experience as Fitter. | |

| 1 | 2 | 3 | 4 | 5 |
|----|----------------------|---|--|---|
| 11 | Instrument Mechanic | (i) Matric with Hindi with Industrial Training Institute Certificate in Motor Mechanic Trade with two years experience in repair and maintenance or calibrating mechanic in an automobile workshop. | (i) Middle with Hindi. (ii) Two years experience as Fitter. | |
| 12 | Calibrating Mechanic | (i) Matric with Hindi with Industrial Training Institute Certificate in Motor Mechanic trade with two years experience in repair and maintenance or calibrating mechanic in an automobile workshop. | (i) Middle with Hindi. (ii) Two years experience as Fitter. | |
| 13 | Borer | (i) Matric with Hindi with Industrial Training Institute Certificate in Motor Mechanic trade with two years experience in repair and maintenance or calibrating mechanic in an automobile workshop. | (i) Middle with Hindi. (ii) Two years experience as Fitter. | |
| 14 | Fitter | (i) Matric with Hindi with Industrial Training Institute Certificate in respective trade. | (i) Middle with Hindi. (ii) Three years experience on the post of Assistant Fitter. | |
| 15 | Turner | (i) Matric with Hindi with Industrial Training Institute Certificate in respective trade. | (i) Middle with Hindi. (ii) Three years experience as Assistant Turner. | |
| 16 | Electrician | (i) Matric with Hindi. (ii) Industrial Training Institute certificate in Electrician trade. | (i) Middle with Hindi. (ii) Three years experience as Assistant Electrician. | |
| 17 | Battery Attendant * | (i) Matric with Hindi. (ii) Industrial Training Institute certificate in Battery Attendant trade. (iii) Two years experience as Battery Attendant. | (i) Middle with Hindi. (ii) Three years experience as Assistant Battery Attendant. | |
| 18 | Generator Operator | (i) Matric with Hindi. (ii) Industrial Training Institute Certificate Operator trade. (iii) Two years experience as Generator Operator in Auto Workshop. | (i) Middle with Hindi. (ii) Three years experience as Assistant Battery Attendant. | |
| 19 | Blacksmith | (i) Matric (ii) Industrial Training Institute certificate in Blacksmith trade (iii) Two years experience as Blacksmith. | (i) Middle with Hindi (ii) Three years experience as Assistant Blacksmith. | |

* Govt. notification dated 29.05.2009

| 1 | 2 | 3 | 4 | 5 |
|----|-----------------------------|--|--|---|
| 20 | Tinsmith | (i) Matric (ii) Industrial Training Institute certificate in Tinsmith trade (iii) Two years experience as Tinsmith. | (i) Middle with Hindi (ii) Three years experience as Assistant Tinsmith. | |
| 21 | Radiator Repairer | (i) Matric (ii) Atleast five years experience in repairing of radiators in an auto workshop. | (i) Middle with Hindi. (ii) Three years experience as Assistant Radiator Repairer in Haryana Roadways. | |
| 22 | Carpenter | (i) Matric (ii) Industrial Training Institute Certificate in the respective trade (iii) Two years experience as Carpenter | (i) Middle with Hindi (ii) Three years experience as Assistant Carpenter in Haryana Roadways. | |
| 23 | Welder | (i) Matric (ii) Industrial Training Institute Certificate in the respective trade (iii) Two years experience as Welder | (i) Middle with Hindi (ii) Three years experience as Assistant Welder in Haryana Roadways. | |
| 24 | Painter | (i) Matric (ii) Industrial Training Institute Certificate in the respective trade (iii) Two years experience as Painter in an auto workshop | (i) Middle with Hindi. (ii) Three years experience as Assistant Painter in Haryana Roadways. | |
| 25 | Tyreman | (i) Matric with Hindi. (ii) Industrial Training Institute Certificate in the respective trade with two years experience as Tyreman in an auto workshop | (i) Middle with Hindi. (ii) Three years experience as Tyreman in Haryana Roadways. | |
| 26 | Tyre Vulcaniser | (i) Matric with Hindi (ii) Industrial Training Institute Certificate in the respective trade with two years experience as Tyre Vulcaniser in an auto workshop | (i) Middle with Hindi. (ii) Three years experience as Assistant Tyre Vulcaniser in Haryana Roadways. | |
| 27 | Tyre, Tube Repairer | (i) Matric (ii) Industrial Training Institute Certificate in the respective trade with two years experience as yreman, Tyre Vulcanizer, or Tyre Tube repairer in an auto workshop | (i) Middle (ii) Three years experience as Assistant Tyreman, Assistant Tyre Vulcanizer, Assistant Tyre Tube Repairer in Haryana Roadways. | |
| 28 | Upholsterer | (i) Matric with Hindi (ii) Industrial Training Institute Certificate in Upholster with two years experience as Upholsterer in Govt. or Semi-Government or Private Workshop. | (i) Middle with Hindi (ii) Three years experience as Assistant Upholsterer in Haryana Roadways. | |
| 29 | Projectionist | (i) Matric with Science and Hindi. (ii) License holder of Projector (iii) Six months experience as Projectionist | (i) Matric with Science and Hindi (ii) License holder of Projector (iii) Six months experience as Projectionist | |
| 30 | Assistant Radiator Repairer | (i) Middle with Hindi with two years experience as Radiator Repairer in an auto workshop | (i) Middle with Hindi (ii) 3years experience as Helper Radiator Repairer in Haryana Roadways | |

| 1 | 2 | 3 | 4 | 5 |
|----|------------------------------|---|--|---|
| 31 | Assistant Fitter | (i) Industrial Training Institute Certificate in Motor Mechanic, Fitter Trade, Turner and Painter Trade with two years experience in an auto workshop | (i) Middle with Hindi. (ii) Three years experience as Helper Mechanic in Haryana Roadways. | |
| 32 | Assistant Turner | (i) Industrial Training Institute Certificate in Motor Mechanic, Fitter Trade, Turner Trade with two years experience in an auto workshop | (i) Middle with Hindi. (ii) Three years experience as Helper Turner in Haryana Roadways. | |
| 33 | Assistant Painter | (i) Industrial Training Institute Certificate in Painter Trade with two years experience in an auto workshop | (i) Middle with Hindi. (ii) Three years experience as Helper Painter in Haryana Roadways. | |
| 34 | Assistant Electrician | (i) Industrial Training Institute Certificate in Electrician Trade, with two years experience in an auto workshop | (i) Middle with Hindi. (ii) Three years experience as Helper Electrician in Haryana Roadways. | |
| 35 | Assistant Battery Attendant | (i) Industrial Training Institute Certificate in Battery Attendant Trade with two years experience in an auto workshop | (i) Middle with Hindi. (ii) Three years experience as Helper Battery Attendant in Haryana Roadways. | |
| 36 | Assistant Blacksmith | (i) Industrial Training Institute Certificate in Blacksmith Trade with two years experience in an auto workshop. | (i) Middle with Hindi. (ii) Three years experience as Helper Blacksmith in Haryana Roadways. | |
| 37 | Assistant Tinsmith | (i) Industrial Training Institute Certificate in Tinsmith Trade with two years experience in an auto workshop. | (i) Middle with Hindi. (ii) Three years experience as Helper Blacksmith in Haryana Roadways. | |
| 38 | Assistant Carpenter | (i) Industrial Training Institute Certificate in respective Trade with two years experience. | (i) Middle with three years experience as Helper Carpenter in Haryana Roadways. | |
| 39 | Assistant Welder | (i) Industrial Training Institute Certificate in respective Trade with two years experience. | (i) Middle with Hindi. (ii) Three years experience as Helper Welder in Haryana Roadways. | |
| 40 | Assistant Tyreman | (i) Industrial Training Institute Certificate in respective Trade with two years experience. | (i) Middle with Hindi. (ii) Three years experience as Helper Tyreman in Haryana Roadways. | |
| 41 | Assistant Upholster | (i) Industrial Training Institute Certificate in respective Trade with two years experience or three years experience in Upholstery trade. | (i) Middle with Hindi. (ii) Three years experience as Helper Upholsterer in Haryana Roadways. | |
| 42 | Assistant Tyre Vulcaniser | (i) Industrial Training Institute Certificate in respective Trade with two years experience or three years experience in Tyre Repair & Vulcanizing. | (i) Middle with Hindi. (ii) Three years experience as Helper Tyreman in Haryana Roadways. | |
| 43 | Assistant Tyre Tube Repairer | (i) Industrial Training Institute Certificate in respective Trade with two years experience or three years experience in Tyre Repair or Vulcanizing. | (i) Middle with Hindi. (ii) Three years experience as Helper Tyreman in Haryana Roadways. | |

APPENDIX-C

[See Rules 6 and 35(1)]

| Sr. No. | Designation of Posts | Appointing Authority | Nature of penalty | Authority empowered to impose penalty | Appellate authority | Second and final appeal authority if any | Remarks | |
|----------------|-----------------------------|---|--|--|---|---|--|------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | |
| 1 | Section Officer | ---- | Ministerial Staff | | | | | |
| 2 | Statistical Assistant | Transport Commissioner | Minor Penalties | | | | | |
| 3 | Assistant | | (i) warning with a copy in the personal file (character roll); | | | | | |
| 4 | Accountant | | (ii) Censure; | | | | | |
| 5 | Junior Auditor | | (iii) withholding of promotion | | | | | |
| 6 | Manager-cum- Accountant | | (iv) recovery from pay of the whole or part of any pecuniary loss caused by negligence or breach of orders, to the Central Government or a State Government or to a company and association or a body of individuals whether incorporated or not, which is wholly or substantially owned or controlled by the Government, or to a local authority or University set up by an Act of Parliament or of the Legislature of a State; and | | General Manager, Haryana Roadways or Flying Squad Officer, Inter State Bus Terminus | Transport Commissioner | Government where the punishment is enhanced by the Ist Appellate Authority | ---- |
| 7 | Chief Store Keeper | | | | | | | |
| 8 | Store Purchase Assistant | | | | | | | |
| 9 | Junior Scale Stenographer | | (v) withholding of increments without cumulative effect; | | | | | |
| | | | Major Penalties | | | | | |
| | | (v-a) withholding of increments with cumulative effect | | | | | | |
| | | (vi) reduction to a lower stage in the time scale of pay for a specified period, with further directions as to whether or not the Government employee will earn increment of pay during the period of such reduction and whether on the expiry of such period, the reduction will or will not have the effect of postponing the future increments of his pay; | | Transport Commissioner | Government | ---- | ---- | |

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|----|--|-------------------------------|--|--|------------------------|---|---|
| | | Transport Commissioner | (vii) reduction to a lower scale of pay; grade, post or service which shall ordinarily be a bar to the promotion of the Government employee to the time scale of pay, grade, post or service from which he was reduced with or without further directions regarding condition or restoration to the grade or post or service from which the Government employee was reduced and his seniority and pay on such restoration to that grade, post or service ; | | | | |
| | | | (viii) compulsory retirement; | | | | |
| | | | (ix) removal from service which shall not be a disqualification from further employment under the Government; | | | | |
| | | | (x) dismissal from service which shall ordinarily be a disqualification for future employment under the Government | | | | |
| 10 | Steno-Typist | Transport Commissioner | Minor Penalties | | | | |
| 11 | Cashier | | (i) warning with a copy in the personal file (Character roll); | | | | |
| 12 | Clerk (including workshop Clerk, Preventive Maintenance Clerk, Ledger Keeper, Counter Clerk, Diesel Pump Clerk, Store-cum-Stock Clerk and Assistant Accountant | | (ii) Censure; | | | | |
| 13 | Assistant Cashier | | (iii) withholding of promotion | | | | |
| 14 | Computer | | (iv) recovery from pay of the whole or part of any pecuniary loss caused by negligence or breach of orders, to the Central Government or a State Government or to a company association or a body of individuals whether incorporated or not, which is wholly or substantially owned or controlled by the Government, or to a local authority or University set up by an Act of Parliament or of the Legislature of a State; and | General Manager, Haryana Roadways or Flying Squad Officer Inter State Bus Terminus | Transport Commissioner | Government where the Punishment enhanced by the 1 st Appellate Authority | |
| 15 | Store Keeper | | | | | | |
| 16 | Restorer | | | | | | |

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|----|------------------------|-----------------------------------|--------|--|---------------------------|------------|----------------|
| 17 | Ticket Verifier | Transport Commissioner | (v) | withholding of increments without cumulative effect; | | | |
| 18 | Assistant Store Keeper | | | | | | |
| | | | | Major Penalties | | | |
| | | | (v-a) | withholding of increments with cumulative effect | | | |
| | | | (vi) | reduction to a lower stage in the time scale of pay for a specified period, with further directions as to whether or not the Government employee will earn increment of pay during the period of such reduction and whether on the expiry of such period, the reduction will or will not have the effect of postponing the future increments of his pay; | Transport Commissioner | Government | ---- ---- |
| | | | (vii) | reduction to a lower scale of pay; grade, post or service which shall ordinarily be a bar to the promotion of the Government employee to the time scale of pay, grade, post or service from which he was reduced with or without further directions regarding condition or restoration to the grade or post or service from which the Government employee was reduced and his seniority and pay on such restoration to that grade, post or service ; | | | |
| | | | (viii) | compulsory retirement; | | | |
| | | | (ix) | removal from service which shall not be a disqualification from further employment under the Government; | | | |
| | | | (x) | dismissal from service which shall ordinarily be a disqualification for future employment under the Government | | | |
| | | | Note:- | In the case of Section Officer, the authority competent to impose penalty under the Haryana Civil Services (Punishment and Appeal) Rules, 1987 and the appeal authority shall be the Finance Department. | | | |

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|----|----------------------|--|--|------------------------|------------|------|------|
| | | Transport Commissioner | reduction and whether on the expiry of such period, the reduction will or will not have the effect of postponing the future increments of his pay; | Transport Commissioner | Government | ---- | ---- |
| | | | (vii) reduction to a lower scale of pay; grade, post or service which shall ordinarily be a bar to the promotion of the Government employee to the time scale of pay, grade, post or service from which he was reduced with or without further directions to the grade or post or service from which the Government employee was reduced and his seniority and pay on such restoration to that grade, post or service; | | | | |
| | | | (viii) compulsory retirement; | | | | |
| | | | (ix) removal from service which shall not be a disqualification for future employment under the Government; | | | | |
| | | | (x) dismissal from service which shall ordinarily be a disqualification for future employment under the Government; | | | | |
| | | | Minor Penalties | | | | |
| 9 | Light Car Driver | General Manager/ Flying Squad | (i) warning with a copy in the personal file (character roll); | | | | |
| 10 | Heavy Vehicle Driver | Officer Inter State Bus Terminus | (ii) Censure; | | | | |
| | | | (iii) withholding of promotion; | | | | |

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|----|-----------|-----------------------------------|--|--|--|---|------|
| 11 | Conductor | Transport Commissioner | (iv) recovery from pay of the whole or part of any pecuniary loss caused to the Central Government or a company and association or a body of individuals whether incorporated or not, which is wholly or substantially owned or controlled by the Government, or to a local authority of University set up by an Act of Parliament or of the Legislature of a State; and | General Manager/ Flying Squad Officer Inter State Bus Terminus | Joint State Transport Controller (Administration) or Additional State Transport Controller | Transport Commissioner where the punishment is enhanced by the 1 st Appellate Authority | ---- |
| | | | (v) withholding of increments of pay without cumulative effect; | | | | |
| | | | Major Penalties | | | | |
| | | | (v-a) withholding of increments with cumulative effect; | | | | |
| | | | (vi) reduction to a lower stage in the time scale of pay for a specified period, with further directions as to whether or not the Government employee will earn increments of pay during the period of such reduction and whether on the expiry of such period, the reduction will or will not have the effect of postponing the future increments of his pay; | General Manager/ Flying Squad Officer Inter State Bus Terminus | Joint State Transport Controller (Administration) or Additional State Transport Controller | Government | |
| | | | (vii) reduction to a lower scale of pay; grade post or service which shall ordinarily be bar to the promotion of the Government employee to the time scale of pay, grade, post or service from which he was reduced with or | | | | |

**Transport
Commissioner**

without further directions regarding conditions of restoration to the grade or post or service from which the Government employee was reduced and his seniority and pay on such restoration to that grade, post or service;

(viii) compulsory retirement;

(ix) removal from service which shall not be a disqualification for future employment under the Government;

(x) dismissal from service which shall ordinarily be a disqualification for future employment under the Government;

TECHNICAL STAFF

- 1 Foreman
- 2 Service Station Incharge
- 3 Head Mechanic
- 4 Head Electrician
- 5 Head Tyreman
- 6 Head Carpenter
- 7 Head Welder
- 8 Head Painter
- 9 Head Blacksmith

**Transport
Commissioner**

Minor Penalties

(i) warning with a copy in the personal file (character roll);

(ii) Censure;

(iii) withholding of promotion;

(iv) recovery from pay of the whole or part of any pecuniary loss caused by negligence or breach of orders, to the Central Government or a State Government to a company and association or a body of individuals whether incorporated or not, which is wholly or substantially owned or controlled by the Government, or to a local authority or University set up by an Act of Parliament or of the Legislature of a State; and

(v) withholding of increments of pay without cumulative effect;

General Manager
Haryana Roadways
or Flying Squad
Officer. Inter State
Bus Terminus

Transport
Commissioner

Government
where the
punishment is
enhanced by
the Ist Appellat
Authority

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|----|----------------------|-----------------------------------|--|---|--|--|------|
| 10 | Mechanic | General Manager | Minor Penalties | | | | |
| 11 | Instrument Mechanic | Haryana Roadway or | (i) warning with a copy in the personal file (character roll); | | | | |
| 12 | Calibrating Mechanic | Flying Squad | (ii) Censure; | | | | |
| 13 | Borer | Officer, Inter State Bus Terminus | (iii) withholding of promotion; | | | | |
| 14 | Fitter | | (iv) recovery from pay of the whole or part of any pecuniary loss caused by negligence or breach of orders, to the Central Government or a State Government or to a company and association or a body of individuals whether incorporated or not, which is wholly or substantially owned or controlled by Government, or to a local authority or University set up by an Act of Parliament or of the Legislature of a State; and | General Manager, Haryana Roadways or Flying Squad | Joint State Transport Controller (Administration) or Additional State Transport Controller | Transport Commissioner where the punishment is enhanced by the Ist Appellate Authority | ---- |
| 15 | Turner | | | Officer, Inter State Bus Terminus | | | |
| 16 | Electrician | | (v) withholding of increments of pay without cumulative effect; | | | | |
| 17 | Battery Attendant | | Major Penalties | | | | |
| 18 | Generator Operator | | (v-a) withholding of increments of pay with cumulative effect | | | | |
| 19 | Blacksmith | | (vi) reduction to a lower stage in the time scale of pay for a specified period, with further directions as to whether or not the Government employee will earn increments of pay during the period of such reduction and whether on the expiry of such period, the reduction will or will not have the effect of postponing the future increments of his pay; | General Manager, Haryana Roadways or Flying Squad | Joint State Transport Controller (Administration) or Additional State Transport Controller | Transport Commissioner where the punishment is enhanced by the Ist Appellate Authority | ---- |
| 20 | Tin-smith | | | Officer, Inter State Bus Terminus | | | |
| 21 | Radiator Repairer | | | | | | |
| 22 | Carpenter | | | | | | |
| 23 | Welder | | | | | | |
| 24 | Painter | | | | | | |
| 25 | Tyreman | | | | | | |
| 26 | Tyre Vulcanizer | | | | | | |
| 27 | Tyre Tube Repairer | | | | | | |

APPENDIX-D
[See Rule 35(2)]

| Sr. No. | Designation of Posts | Nature of order | Authority empowered to make order | Appellate authority | Second and final appellate authority, if any |
|--|--|---|-----------------------------------|---------------------|--|
| 1 | 2 | 3 | 4 | 5 | 6 |
| MINISTERIAL STAFF | | | | | |
| 1 | Section Officer | (i) reducing or with holding the amount of ordinary or additional pension admissible under the rules governing pension; | Transport Commissioner | Government | ----- |
| 2 | Statistical Assistant | | | | |
| 3 | Assistant | | | | |
| 4 | Accountant | | | | |
| 5 | Junior Auditor | (ii) terminating the appointment otherwise than on his attaining the age fixed for superannuation | | | |
| 6 | Manager-cum-Accountant | | | | |
| 7 | Chief Store Keeper | | | | |
| 8 | Store Purchase Assistant | | | | |
| 9 | Junior Scale Stenographer | | | | |
| 10 | Steno-Typist | | | | |
| 11 | Cashier | | | | |
| 12 | Clerk, (including workshop Clerk, Preventive Maintenance Clerk, Ledger Keeper, counter clerk, Diesel Pump Clerk, Store-cum-Stock Clerk and Assistant Accountant) | | | | |
| 13 | Assistant Cashier | | | | |
| 14 | Computer | | | | |
| 15 | Store Keeper | | | | |
| 16 | Restorer | | | | |
| 17 | Ticket Verifier | | | | |
| 18 | Assistant Store Keeper | | | | |
| <p style="text-align: center;">Note:- In the case of Section Officer, the authority competent to impose penalty under the Haryana Civil Services (Punishment and Appeal) Rules, 1987 and the appellate authority shall be the Finance Department;</p> | | | | | |

| 1 | 2 | 3 | 4 | 5 | 6 |
|--------------------------|--------------------------|---|---|------------------------|-----|
| OPERATIONAL STAFF | | | | | |
| 1 | Station Supervisor | (i) reducing or with holding the amount of ordinary or additional pension admissible under the rules governing pension; | | | |
| 2 | Welfare Officer | | | | |
| 3 | Chief Inspector | | | | |
| 4 | Welfare Inspector | (ii) terminating the appointment otherwise than on his attaining the age fixed for superannuation. | Transport Commissioner | Government | --- |
| 5 | Yard Master | | | | |
| 6 | Inspector | | | | |
| 7 | Sub-Inspector | | | | |
| 8 | Light Car Driver | (i) reducing or with holding the amount of ordinary or additional pension admissible under the rules governing pension; | Joint State Transport Controller (Administration) or Additional State | Government | --- |
| 9 | Heavy Vehicle Driver | | | | |
| 10 | Booking Clerk | | | | |
| 11 | Conductor | (ii) terminating the appointment otherwise than on his attaining the age fixed for superannuation. | Transport Controller | | |
| TECHNICAL STAFF | | | | | |
| 1 | Foreman | (i) reducing or with holding the amount of ordinary or additional pension admissible under the rules governing pension; | | | |
| 2 | Service Station Incharge | | | | |
| 3 | Head Mechanic | | | | |
| 4 | Head Electrician | (ii) terminating the appointment otherwise than on his attaining the age fixed for superannuation. | Transport Commissioner | Government | --- |
| 5 | Head Tyreman | | | | |
| 6 | Head Carpenter | | | | |
| 7 | Head Welder | | | | |
| 8 | Head Painter | | | | |
| 9 | Head Blacksmith | | | | |
| 10 | Mechanic | (i) reducing or with holding the amount of ordinary or additional pension admissible under the rules governing pension; | Joint State Transport Controller (Administration) or Additional State | Transport Commissioner | --- |
| 11 | Instrument Mechanic | | | | |
| 12 | Calibrating Mechanic | | | | |
| 13 | Borer | (ii) terminating the appointment otherwise than on his attaining the age fixed for superannuation. | Transport Controller | | |
| 14 | Fitter | | | | |
| 15 | Turner | | | | |
| 16 | Electrician | | | | |

| 1 | 2 | 3 | 4 | 5 | 6 |
|----|---------------------------------|---|---|---|---|
| 17 | Battery Attendent | | | | |
| 18 | Generator Operator | | | | |
| 19 | Blacksmith | | | | |
| 20 | Radiator Repairer | | | | |
| 21 | Carpenter | | | | |
| 22 | Tin-Smith | | | | |
| 23 | Welder | | | | |
| 24 | Painter | | | | |
| 25 | Tyreman | | | | |
| 26 | Tyre Vulcanizer | | | | |
| 27 | Tyre Tube Repairer | | | | |
| 28 | Upholsterer | | | | |
| 29 | Projectionist | | | | |
| 30 | Assistant Radiator Repairer | | | | |
| 31 | Assistant Fitter | | | | |
| 32 | Assistant Turner | | | | |
| 33 | Assistant Painter | | | | |
| 34 | Assistant Electrician | | | | |
| 35 | Assistant Battery Attendent | | | | |
| 36 | Assistant Blacksmith | | | | |
| 37 | Assistant Tin Smith | | | | |
| 38 | Assistant Carpenter | | | | |
| 39 | Assistant Welder | | | | |
| 40 | Assistant Tyreman | | | | |
| 41 | Assistant Upholster | | | | |
| 42 | Assistant Tyre Vulcanizer | | | | |
| 43 | Assistant Tyre Tube Repairer | | | | |

L.M.GOYAL,

Financial Commissioner & Principal
Secretary to Government, Haryana,
Transport Department.